



The Associated Students of the University of Hawai'i'-West O'ahu 9th Senate of Kapolei

Agenda for General Meeting 21-0018

Date of Meeting: Thursday, February 25, 2021 4:00 pm - 6:00 pm via Zoom

1. Call to order: 4:01 PM

2. Roll Call

| Absent | Excused | Tardy | Present | | Executive Board |
|-------------------------------------|-------------------------------------|--------------------------|----------------------------|--|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x <input type="checkbox"/> | President | Caton Liang |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | X <input type="checkbox"/> | Vice President | Kulanui Perez |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x <input type="checkbox"/> | Secretary | Kylie Matsuda |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Treasurer | Suzy Johnson |
| | | | | | |
| Absent | Excused | Tardy | Present | Constituency | Senators |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Senior Class | <i>Vacant</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x <input type="checkbox"/> | Junior Class | Brient Hutchinson |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x <input type="checkbox"/> | Sophomore Class | Cassandra Hardin |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x <input type="checkbox"/> | Freshman Class | Jas Carino |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x <input type="checkbox"/> | Business Administration | Cami Malalis |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x <input type="checkbox"/> | Creative Media | Mikaela Briones |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x <input type="checkbox"/> | Education | Michelle Gabriel |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Humanities | <i>Vacant</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Math and Science | Kylie Matsuda |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Public Administration | Kaylee Torres |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Social Sciences | <i>Vacant</i> |
| | | | | | |
| Absent | Excused | Tardy | Present | Assignments | Ambassadors |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DE Hawaii Island Representative | <i>Vacant</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DE Maui County Representative | <i>Vacant</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DE Kauai Representative | <i>Vacant</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | x <input type="checkbox"/> | Student Caucus 1 | Taylor Ann Okimoto |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Student Caucus 2 | <i>Vacant</i> |

| | | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|---------------------------------|-----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Social Media Coordinator | Nicole Williams |
| | | | | | |
| | | | | TOTAL: | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | S.L. Coordinator | Rouel Velasco |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Faculty Advisor | Vacant |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Asst. Faculty Advisor | Vacant |

3. Establish Quorum

3.1 Quorum Established? **Yes**

4. Open Forum Guest

4.1 Bev Baligad, J.D., UHWO Director of Compliance/Title IX Coordinator

- **Title IX, Clery Act, Drug free act**
- **Title IX is sex based discrimination law that prohibits discrimination based on sex.**
- **Pre-2019, no def of sexual harassment, just used case law.**
- **Now they investigate sexual harassment with live hearing unless party states they want informal.**
- **Support systems in place for reporter and alleged violator.**
- **Title IX was originally applied to women in sports.**
 - **Locker rooms, facilities, women directors of sports**
- **Title IX applies to K-12 also, not just higher education**
- **Rise of the Wahine film about Title IX.**
- **Title IX expanded to allow reports filed based on perceived sex.**
- **IF you think rights may have been violated, feel free to email her to discuss it.**
- **You can search compliance on the UHWO webpage for info**
- **New federal regs require institutions to publish the trainings they used to train their campus**
- **Privilege is a legal mandate that prohibits sharing information (unless it's a threat or something that causes harm to another).**
 - **Dr. Steven Taketa operates under privilege**
- **School is required to report stats related to campus safety and crime**
- **Behavior intervention teams and threat assessment teams**
 - **Threat assessment became national best practice after Virginia Tech shooting.**
 - **Administration didn't collaborate even though many staff had issues with him individually**
 - **Threat assessment teams are multidisciplinary**
 - **First task is to help support those in need in bad circumstances.**

- **UHWO threat assessment team is following national best practices, other entities in the state follow our lead.**
- **Looking for ideas to raise awareness in the student body.**

5. Approval of Agenda and Minutes

5.1 Agenda for Meeting 21-0018

Remove Kylie Matsuda's name from math & science senator position

Motion: **Michelle**

Second: **Brient**

Vote: Unanimous Aye

Add unfinished business: spring appts

Motion: **Kulanui**

Second: **Brient**

Vote: Unanimous Aye

Motion to allow Open Forum Guest to Speak First

Motion: **Brient**

Second: **Kulanui**

Vote: Unanimous Aye

Motion to approve agenda

Motion: **Michelle**

Second: **Mikaela**

Vote: Unanimous Aye

5.2 Minutes for Meeting 21-0017

Motion: **Brient**

Second: **Michelle**

Vote: **Unanimous Aye**

6. Internal Reports

6.1 President

- Attended Student Recruitment & Retention meeting on Feb. 16th
- Attended senior management meeting on Feb. 17th
- Chaired a meeting with executive officers on Feb. 17th
- Attended the Parliamentarian 101 event hosted by Dr. Leslie Lopez to learn more about parliamentary procedures on Feb. 20th
- NOTE: Law Society is looking into an LSAT prep program
- Attended Student Recruitment & Retention meeting on Feb. 23rd
- Attended Activities committee meeting on Feb. 23rd
- Attended both Black History Month events hosted by Senator Brient

General Meeting 21-0018

Agenda Approved on 3/11/21 by the 9th Senate of Kapolei.

6.2 Vice President

- did office hours and emailed everyone who did not have enough hours listed to update their hours in the office logs, attended activities events, worked on my last minutes, wasn't able to make a leg meeting but i have sorted out when and where they will be. going to meet with kylie matsuda sometime about her role and i how to more easily do the minutes.

6.3 Secretary

- Attended Executive Meeting, Activities Committee Meeting, and Budget & Finance Meeting
- Worked on familiarizing myself with Drive and renaming files systematically
- Drafted CLEP initiative and resolution with Brient
- Went to first part of the TipTalk.

6.4 Treasurer

- Office Hours
- Attended executive meetings
- Attended business model meetings - they are taking a break and resuming in March
- Spoke to Rouel regarding the flyers being printed at school. He said we could so I send him the template that Nicole sent me (Thank you again Nicole!)
- Corresponded with IT to get new computers and copier
- Corresponded Kelly and Rouel to order the shirts and pens
- Hosted the budget and finance committee meeting

6.5 Advisors

- Thanks for attending TipTalk, Sam Jones sends regards to all for attendance. Post survey will be sent out.
- Next dates are 3/24 (women's history) and 4/21 (indigenous people's)
- No update at state leg. with the idea of sweeping student fees, but that doesn't mean that it could at any point happen.
- Tomorrow will be speaking with vice chancellor for student affairs and Kelly on topic of gift cards over concerns of purchasing GCs and safety of GCs.
- Met with Nicole to go over plans and get feedback
- Event reminders, career fair is next weekend, virtual club rush on handshake, tomorrow is Hawaiian language event
- This weekend is busy: March 1 is scholarship priority deadline for UH
- SAFB planning to host spirit week the week following spring break
- Naulu center holding health and wellness week long event 3/12-16
- Student Learning group has been brainstorming, revisiting academic programs and looking at opportunities to increase academic programs in this time of budget shortfall

6.6 Standing Committee Reports

6.6.1 Budget & Finance

- Rouel joined us to elaborate on what we needed to do for the awards
- Created a bill for scholarships that will be presented today
- Finalized the questions for the scholarships and decided on the dates.

6.6.2 Activities

- we did not have a meeting but I did sort out our meeting dates and moved it to discord
- Attended activities meeting and got kylie up to speed with discord, decided we need to change direction in how we market it from a hangout space to a study space for students . want to create a position for someone to run the tech end of discord.
- Post a link to discord "study room" in each senator's classes to help initiate Discord engagement.

6.6.3 Legislative

- No past meeting but organized to begin having meetings on discord

6.7 Ad Hoc Committee Reports

6.7.1 Elections Committee **N/A**

6.7.2 Transition Committee **N/A**

6.8 Senators Reports

6.8.1 Senior Class **N/A**

6.8.2 Junior Class

- Meet with my Sub-division Team #1 – Building Consolidation Group within the Work Efficiencies Group February 10th
- Did office hours for these past two Wednesdays
- Replied to Student Affairs Reschedule of meetings via email for March
- Meet up with some members from Activities Committee to create Kahoot questions for the Part 1 Black History Month Film Festival. Testing Discord systems for movie showcasing.
- Hosted with assistance from the Activities Committee both Black History Month Film Festival events on the 17th and the 24th
- I attended the BIPOC event yesterday
- Continued to draft out PLA (CLEP) initiative
- Continued to edit draft PLA (CLEP) resolution
- Building Consolidation, finding ways in potential savings from electricity & other utilities
- Having more Hybrid courses (both in-person & online) this can be supported by having class rotations such as Group A has Mon-Wed & Group B has Teus-Thus
- Despite this, students still have the option of either coming to in-person class or staying at home.
- Allowing instructional faculty the choice of having an office on-campus or using a shared space, especially for those faculty who may not come to campus
 - Closing off some buildings, and placing staff members in designated buildings, while still practicing safety protocol
- Have more open areas/spaces designated for meetings; however, with more shared spaces, cleaning needs to be kept up.
- Each department reviews their internal office purchasing to streamline purchases and inventory, eg. office supplies.

- Review the campus Procurement Request Form for efficiency.
 - Set a minimum threshold whereby Chancellor's approval is not required, maybe just the VC.
- Reinstate P Card purchases

6.8.3 Sophomore Class

- Attended the TipTalk meeting yesterday and worked on the report sheet for ASUHWO. I have responded to Suzy's email regarding her help. I also have attended the CSO Collab for the month. I have been doing my office hours.
- I have sent out the draft of my initiative for the first one and I'm in the process of planning for my second initiative by starting out the bill draft.
- Attended Movie Night last night and plan on attending the next meeting for Commencement (I got her email already). I've been meeting up with Activities Committee as often as I can via Discord. I also have received Rouel's email and will bring it up in the next meeting.

6.8.4 Freshman Class

- Office hours 2/19 and 2/20
- Budget and finance meeting
- Was sick, need to reply to Rouel's emails

6.8.5 Business Administration Division

- Attended marketing seminar
- Connected with career fair services.
- Attended Activities Committee Meeting
- Attended Senator Brient's African American History Month Event on Discord
- Connected with Loea about survey to get approval
- Met with Prof. Keanui about initiative
- Drafted Script for workshop videos
- Emailed Rouel about initiative updates

6.8.6 Creative Media Division

- Held office hours every Tues/Thurs
- Met with Rouel 2/19 to discuss initiative
- Worked on initiative
- will email Cami, Jas and Taylor about initiative (to get more insight)

6.8.7 Education Division

- Brainstormed ideas about Laulima usage
 - Want to incentivize professors to use Laulima
 - Idea: have them post the other webpages they use on Laulima so the students have to go to Laulima and click the link to access whatever other site
 - Idea: Have your assignments submitted on Laulima only, never through Gmail. Try to make this mandatory.

6.8.8 Humanities Division

6.8.9 Math and Science Division

6.8.10 Public Administration Division

- Held office hours (except 2/25/21)
- Attended Budget & Finance Meeting
- Revised Bill for Student Scholarships 2021 (Budget & Finance)
- Met with Leslie Lopez (UHWO Law Society) about progress on LSAT Test-Prep Initiative to be finalized this Spring - want to focus on being budget friendly since test prep programs can be expensive
- Brainstorm Initiative #2
- Have not heard from the Compliance Committee yet.

6.8.11 Social Sciences Division

6.9 Assignment Reports

6.9.1 DE Hawaii Island Representative **N/A**

6.9.2 DE Maui County Representative **N/A**

6.9.3 DE Kauai Representative **N/A**

6.9.4 Caucus Ambassadors

- Office Hours
- Checked emails
- Updated senate hour log
- created report for general meeting
- Worked on tasks for caucus sub committee and leg. comm.
- Attended UH CAucus Meeting 2/13
- Will be presenting at BOR - Academic & Student Affairs Committee Meeting 3/3 8:30 AM
 - will talk about experience as first year student and how COVID has affected me
 - Will be presenting with Kealohi & Rene
- HB1105 Relating to the UH BOR candidate Advisory Council
- Motioned and voted that caucus in support of this bill
- Certain members will be sending in written & oral testimony
- 2/24 Bill passed its first committee with amendments and there is a scheduled hearing 2/26
- SB1328 dealing with tenure within UH, any position that their primary job is not instruction- they will not have tenure
- Student voices and transparency committee
- Amended resolution
- Dealt with evaluations on the UH President
- This resolution will establish a formal procedure for student government consultation on the evaluation of the president
- Next caucus meeting 3/13 10 AM
- Attended TipTalk

6.9.5 Social Media Coordinator

6.10 Campus Committees Report

- Academic Grievance Committee
- Health, Transportation and Technology (HTT) Committee
- Commencement Committee

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- OER Committee
 - Meeting was held today at 1 PM
 - They are working on TXT0 (a way to have reading materials for classes for free)
 - I will be helping them create an instructional video to further explain that
 - Worked on upcoming workshops
 - A few other things that I wasn't really briefed on that I need to double check
 - Next meeting March 25

- Compliance Hui Committee
- Senior Staff Committee
- Faculty Senate Committee
 - Next meeting 3/5

- Student Affairs
- Task Force Housing

6.11 Other

- CSO Collab
- Gracious Spaces
- PUEO Work Groups
 - Get to know each other, over 20 people per group meeting for 2 hours
 - Split group up into one for recruitment and one for retention
 - Ideas about what to pursue to recruit new students and retain students
 - Caton joined the retention subgroup so that will be his focus
- Student Learning
 - Meeting this Friday
 - comprised of faculty and student affairs members
 - Still brainstorming process
 - Meant to address budget shortfalls

7. Unfinished Business

Spring Appointments

- **We got 4 students interested out of 8 vacancies**
 - **HI island**
 - **SR class senator**
 - **Social sciences senator**
 - **math and science senator**
- **Alan is here today in our meeting from Big Island**
- **Still waiting for Maui, Kauai, student caucus, and humanities positions to be applied for**
- **Let's extend the deadline to hopefully get more applicants - only extending deadline for the 4 vacant positions, not for the 4 positions that already have applicants**

- **Motion: Kulanui**
- **Second: Kylie**
- **Vote: Unanimous Aye**
- **We will send out another email announcing the extension for the 4 vacant positions extension until March 7**
 - **Motion: Brient**
 - **Second: Kulanui**
 - **Vote: Unanimous Aye**

8. New Business

Motion to hear finance bill: Kulanui

Second: Kylie

Vote: Unanimous Aye

Finance Bill Approval:

Motion: Kulanui

Second:

9. Announcements and Open Forum

9.1 Save the Dates: General Meeting 21-0019 - March 11, 2021, 4pm-6pm

9.2 Reminders:

9.3 Member To-Dos:

9.4 Committee To-Dos:

Open Forum Guests: Marvin Pilar & Gabriel Navalta & Nicholas Somera & Alan

Marvin Pilar

- **PUEO gaming is a club that creates opportunities for students to gather around video games and development and industry (Esports)**
- **Provide opportunities for students to get involved in industry**
- **Went from 3 founding members to 25 currently**
 - **140 active members in their discord**
- **Want to get club promotional items to solidify identity of gaming and community**
- **League is competing in LCC tournament against other comm. colleges in Hawaii**
- **Requested promotional items are for first steps**
- **Funding for promotional items wanted from ASUHWO**
- **Kylie & Brient will reach out for further info from Marvin**
 - **Looking at shirts and design for shirts and printing costs**

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Alan

- **Started at UHWO in Kauai before hurricane blew classroom away**
- **Getting degree in public admin with concentration in justice**
- **Applicant for HI Island representative**

10. Adjournment

Motion: **Kulanui**

Second: **Brient**

Vote: **Unanimous Aye**

Meeting Adjourned: **5:49 PM**